

01/15/68 051

~~SECRET~~
 EYES ONLY

Personnel 17

10 January 1968

MEMORANDUM FOR: Deputy Director for Support *Bj. 1.13 68*

SUBJECT : Involuntary Retirement -

25X1

1. In accordance with our newly developed procedures for processing involuntary retirement cases, I met with on 10 January, the day she returned from leave. As Chairman of the CIA Retirement Board, I advised her that the Board was going to review her case on or shortly after 19 January 1968 to arrive at a recommendation concerning the proposal that she be involuntarily retired. 25X1

2. I presented her with a written memorandum to this effect (copy attached) which sets forth in general terms the basis for the adverse action proposed. The memorandum also advises her of her right to a hearing by the CIA Retirement Board if she so desires.

3. Miss read the memorandum, flatly refused to acknowledge its delivery by signing a copy, and unequivocally disclaimed any desire or intent to submit any further information to the Board or to appear personally.

4. She then launched into a twenty-minute tirade regarding her utter contempt for all levels of supervision in the Clandestine Services, and of Agency personnel administration, and of the members of the Retirement Board. She stated that the only person she would talk to was the Director of Central Intelligence and stated that only he might be able to understand the outrageous handling she had received in the Clandestine Services resulting in her misuse and mismanagement by ignorant, stupid supervisors.

5. I now plan to present all available evidence on the case to the Board on or as immediately after 19 January that a meeting can be convened. I will advise her again of the exact time and place and invite her appearance.

6. Upon receipt of the Board's recommendation, I will, as Director of Personnel, submit my recommendation promptly to the Director. I will advise her of her right (prescribed by regulation) to appeal to the Director an adverse decision by the Director.

151

Emmett D. Echols
 Director of Personnel
 DD/S Distribution:

Distribution: O&I - Addressee
 1 - EDE chrono
 1 - Case file

Orig - Mr. Houston by hand RLB 10 Jan 68
 DD/S Subject w/att

OD/Pers: EDEchols/bhh (10 Jan 68)

~~SECRET~~
 EYES ONLY

Approved For Release 2003/05/05 : CIA-RDP84-00780R002400020008

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

	UNCLASSIFIED		CONFIDENTIAL		SECRET
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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	HAND CARRY DIRECTLY TO		
2	MR. BANNERMAN		
3	BEFORE 9:00 A.M. 11 Jan 68		
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

**SECRET
EYES ONLY**

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

Director of Personnel

10 Jan 68

Approved For Release 2003/05/05 : CIA-RDP84-00780R002400020008

**SECRET
EYES ONLY**

5 JAN 1968

25X1 MEMORANDUM FOR:

SUBJECT : Proposed Retirement

25X1 REFERENCE : HR

1. Pursuant to the provisions of referenced Regulation your case was presented to the Agency Retirement Board on 11 December 1967 for their consideration. At that meeting the Board took cognizance of all pertinent documentation, including the notification to you dated 23 November 1967 from the Director of Personnel, and your reply thereto dated 5 December 1967.

2. Prior to making a recommendation in your case, the Agency Retirement Board wishes to advise you of your right under the referenced Regulation to submit directly to the Board any additional pertinent information which you may have. You may submit such information either orally (personally) or in writing. Any written comments must be presented to my office by the close of business 19 January 1968. If you wish to present oral comments to the Board, instead of or in addition to written comments, your intention in this regard should be presented in writing to my office by the date indicated. You will then be notified of the time and place of the Board meeting.

3. You will recall that on 3 August 1962, the then Acting Director of Central Intelligence granted your appeal to be continued in Agency employment following an earlier recommendation for your separation. He did so, however, on the condition "that your performance continues to meet Agency standards and contributes to the orderly management of the office in which you serve." Subsequent to your reassignment to your present Division in February 1963, there have been the following indications that these conditions have not been met:

STAT

**SECRET
EYES ONLY**

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET
EYES ONLY

SUBJECT: Proposed Retirement

STAT

25X1

Chairman, Agency Retirement Board

NOTED:

25X1

Date

Distribution:

- 0 - Addressee & Case File
- 1 - DDP/OP
- 1 - D/Pers
- 1 - ExSecy, Retirement Board
- ✓ - SAS/OP

25X1 OP/SAS: :dd (8 Jan 68)

-2-

SECRET
EYES ONLY

JAN 1968

MEMORANDUM FOR: Deputy Director for Support *B-11368*

SUBJECT : Delay in Processing of Involuntary Retirement
of [REDACTED]

1. This memorandum is for your information.

2. From the record it is quite clear that the handling of this case has taken an unconscionably long time. There are two mitigating factors, however. The first and truly valid reason is that this case represents the Agency's first "Involuntary Retirement" wherein the Agency did not have the consent of the individual to proceed with the retirement. As such, the case is fraught with administrative, policy and legal considerations which have of necessity involved the decisions, opinions, and considerations by a great many Agency officials including the Executive Director, the General Counsel, the Director of Security, the Deputy Director for Support, the Director of Personnel, the Chief, Special Activities Staff, the CIA Retirement Board, and the Personnel Office of the Clandestine Services.

3. The critical issue derives from the fact that involuntary retirement is a prejudicial action toward an employee which results in his separation from employment. The fact that, as a participant in the CIA Retirement System, the individual may be eligible for an immediate annuity is not material. More significant is the fact that court decisions tend to protect employees against any capricious separations and to require an agency to comply precisely and consistently with not only the law but an agency's internal procedures as well.

4. The case was initiated by the Deputy Director for Plans on 3 July 1967. The Director of Personnel promptly investigated the case and drafted a memorandum to the Director describing the case and pointing out that action could be taken against Miss [REDACTED] under either regulation, HR [REDACTED] or HR [REDACTED], and recommending the latter. In view of legal questions raised by the General Counsel and policy questions raised by the Inspector General, it was 21 September 1967 before the Executive Director approved the taking of action under HR [REDACTED]

5. A new policy and legal obstacle then was raised which concluded in a determination by the Deputy Director for Support that HR [REDACTED] would have to be revised to conform with HR [REDACTED]. It was held to be wrong and legally hazardous by the Deputy Director for Support to provide an employee with any less protection on an involuntary separation under one regulation than another.

25X1 6. In lieu of attempting to consolidate in a single regulation separation authorities based on different laws, the Director of Personnel developed and proposed a procedure to be applied to involuntary retirement cases (HR [redacted] which conformed in both principle and fact with that previously established for involuntary separation cases (HR [redacted]). This approach to the problem was approved by the Deputy Director for Support on 21 November 1967. 25X1

7. The next phase was to indoctrinate the CIA Retirement Board to the new function that it will hereafter be called upon to perform, i.e., hearing the evidence on a particular individual leading to a recommendation to the Director that that individual should be involuntarily retired. The critical legal consideration in connection with involuntary retirement is not the Director's authority to retire the individual but, rather, to ensure that his reasons for retiring that individual are not challenged as being capricious and discriminatory.

8. The CIA Retirement Board first discussed this new area of responsibility on 11 December 1967. In the process a procedural error was discovered and action was postponed for its correction. On 5 January 1968 the Board approved the revised procedure and made the required tentative decision to hold a hearing on the case.

25X1 9. Since the employee has been on leave, I have been unable to give Miss [redacted] the required notice from the Board and the invitation to her to be heard by the Board. This will be done 10 January and the hearing will be held on or immediately after 19 January. In the absence of unforeseeable difficulties, the recommendation of the Board and the Director of Personnel should be submitted to the Director on or about 20 January.

[redacted]

25X1

Emmett D. Echols
Director of Personnel

STAT

Approved For Release 2003/05/05 : CIA-RDP84-00780R002400020087-1

Approved For Release 2003/05/05 : CIA-RDP84-00780R002400020087-1

DD/S 67-6021

21 NOV 1967

MEMORANDUM FOR: Director of Personnel

FILE *Lissonnel 17*

25X1
SUBJECT

: Miss [redacted]

REFERENCES

: (a) Memo dtd 7 Sept 67 for D/Pers fr DD/S, same subj

(b) Memo dtd 19 Sept 67 for DCI fr D/Pers, same subj

(c) Memo dtd 17 Nov 67 for Ex.Dir.-Compt. fr DD/S, subj: Status Report on Proposed Involuntary Retirement of Miss [redacted]

25X1

25X1
1. In referent (a) I summed up the agreements reached with the Executive Director-Comptroller on the procedures to be followed in connection with consideration of involuntary retirement action. I requested that you prepare a memorandum to the Director requesting his approval for your proceeding with administrative action in the case of Miss [redacted]. This was done by your memorandum dated 19 September 1967 (Ref (b)). The Executive Director-Comptroller approved of your proposed action on 21 September 1967, and about mid-November inquired as to progress in the case. He was advised of progress as of 17 November 1967 in my memorandum, which you drafted for me.

2. Upon receipt of the status report (Ref (c)), the Executive Director-Comptroller had the following comment: "I don't understand why it has taken since 21 September (2 months) to get this much action. Please insure that this case is handled expeditiously from here out." I understand the problems inherent in managing a case of this nature and that all of the delay may not have been in the Office of Personnel, but I agree with the Executive Director-Comptroller that, for whatever reason, nearly two months is too much time for the production of a memorandum to initiate action. I ask that this case be handled expeditiously and that I be advised of all significant events.

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

25X1
Note: 1 tcy to [redacted] on 15 Jan 68

EO-DD/S:VRT/ms (21 Nov 67)

Distribution:

Orig & 1 - Adse 1 - DD/S Chrono Ref

STAT

Approved For Release 2003/05/05 : CIA-RDP84-00780R002400020087-1

Approved For Release 2003/05/05 : CIA-RDP84-00780R002400020087-1

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
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3	Return in 21/5				
4	PER VRT				
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: <i>cl don't understand why it has taken since 21 Sept (2 months) to get this much action. Please insure that this case is handled expeditiously from here out.</i>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS, PHONE NO.				DATE	
				STAT	

SECRET EYES ONLY

Executive Registry
67-4023/3

DD/S 67-5957

17 NOV 1967

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Status Report on Proposed Involuntary Retirement
of Miss [redacted] 25X1

1. This memorandum is for your information only.

2. I discussed with you recently the intention of the Director of Personnel to process the case of Miss [redacted] under the 25X1 involuntary retirement provisions of the CIA Retirement System. Since that time, Personnel has been in further contact with the Clandestine Services to update the case and review the procedures now to be taken.

3. Mr. Echols signed today formal notice to Miss [redacted] advising her of the proposed action. This memorandum will be presented to 25X1 Miss [redacted] as soon as a representative of the Clandestine Services formally notifies her of this recommendation that she be removed from that service. Both of these actions should take place early next week.

4. Beyond that point, further action will depend on Miss [redacted] attitude. She may elect to retire voluntarily or to avail herself of the full 25X1 review procedures (by the Retirement Board and the Director of Personnel with recommendation to the Director). In the latter case, it will probably take about a month to obtain a final decision on her retirement.

[redacted] 25X1
[redacted] 25X1

R. D. Dannerman
Deputy Director
for Support

[redacted]

20 Nov 67

cc: Director of Personnel

SECRET EYES ONLY

Executive Registry
67-4023/3

SECRET EYES ONLY

FILE

Personnel 17

DD/S 67-5957

17 NOV 1967

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Status Report on Proposed Involuntary Retirement
of Miss [REDACTED]

1. This memorandum is for your information only.

2. I discussed with you recently the intention of the Director of Personnel to process the case of Miss [REDACTED] under the involuntary retirement provisions of the CIA Retirement System. Since that time, Personnel has been in further contact with the Clandestine Services to update the case and review the procedures now to be taken.

25X1

3. Mr. Echols signed today formal notice to Miss [REDACTED] advising her of the proposed action. This memorandum will be presented to Miss [REDACTED] as soon as a representative of the Clandestine Services formally notifies her of this recommendation that she be removed from that service. Both of these actions should take place early next week.

25X1

4. Beyond that point, further action will depend on Miss [REDACTED] attitude. She may elect to retire voluntarily or to avail herself of the full review procedures (by the Retirement Board and the Director of Personnel with recommendation to the Director). In the latter case, it will probably take about a month to obtain a final decision on her retirement.

25X1

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

cc: Director of Personnel

EO-DD/S:VRT/ms (17 Nov 67)

Distribution:

Orig - Adse

1 - ER

1 - DD/S Subject, w/Background (DD/S 67-4824, 67-4629, 67-4614, etc.
& 67-5951)

1 - DD/S [REDACTED]

SECRET EYES ONLY

02/567-5951

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Officer to the Deputy Director for Support		
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	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

STAT

Attached is a draft memo from DDS to ExDir on the [] case. I think it may be longer than desired but I felt that all of these points should be covered.



STAT

FOLD HERE TO RETURN TO SENDER	
FROM: NAME, ADDRESS AND PHONE NO.	DATE
 Director of Personnel	

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Status Report on Proposed Involuntary Retirement
of Miss [REDACTED]

STAT

1. This memorandum is for your information.

2. I discussed with you recently the intention of the Director of Personnel to process the case of Miss [REDACTED] under the STAT involuntary retirement provisions of the CIA Retirement System. Since that time, Personnel has been in further contact with the Clandestine Services to update the case and review the procedures now to be taken.

3. Mr. Echols signed today formal notice to Miss [REDACTED] advising STAT her of the proposed action. This memorandum will be presented to STAT Miss [REDACTED] as soon as a representative of the Clandestine Services formally notifies her of this recommendation that she be removed from that service. Both of these actions should take place early next week.

4. Beyond that point, further action will depend on Miss [REDACTED] STAT attitude. She may elect to retire voluntarily or to avail herself of the full review procedures (by the Retirement Board and the Director of Personnel with recommendation to the Director). In the latter case, it will probably take about a month to obtain a final decision on her retirement.

R. L. Bannerman
Deputy Director
for Support

STAT

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Next 2 Page(s) In Document Exempt

Approved For Release 2003/05/05 : CIA-RDP84-00780R002400020087-1

TRANSMITTAL SLIP

DATE
19 September 1967

TO:

Mr. Bannerman

ROOM NO.

BUILDING

REMARKS:

Recommend your initials.

VY
VRT

FROM:

ROOM NO.

BUILDING

EXTENSION

FORM NO. 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
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TO	NAME AND ADDRESS	DATE	INITIALS		
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
STAT <i>Bob: Per our conversation today I am making an immediate comparative study of the procedure of HR [redacted] (Involuntary Retirement) in my opinion as they now read comparable or equivalent treatment would be received under either regulation. If any weaknesses under HR [redacted] we can remedy procedurally.</i>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
STAT				<i>[Signature]</i>	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

STAT

Approved For Release 2003/05/05 : CIA-RDP84-00780R002400020087-1

Approved For Release 2003/05/05 : CIA-RDP84-00780R002400020087-1

SECRET EYES ONLY

FILE

DD/S 67-4629

07 SEP 1967

MEMORANDUM FOR: Director of Personnel

25X1
SUBJECT

: [REDACTED]

1. Reference is made to previous memoranda and discussions on this topic. Attached are two additional memoranda, one from the Acting General Counsel dated 6 September 1967 and one from the Inspector General dated 29 August 1967. I discussed the substance of these with the Executive Director as to the manner in which we should proceed.

2. It was agreed that in any case involving involuntary retirement that we should first present the outline of the case to the Director for his decision to proceed with consideration of involuntary retirement action. After the Director's approval it would then be the responsibility of the Director of Personnel to proceed administratively in accordance with the procedures established [REDACTED] utilizing the Retirement Board.

3. It is therefore requested that you prepare a memorandum through me to the Director requesting his approval for your proceeding with administrative action in the case of [REDACTED] for an eventual recommendation to the Director pertaining to involuntary retirement.

25X1

SIGNED R. L. Bannerman
R. L. Bannerman
Deputy Director
for Support

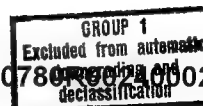
3 Atts

Att 1: Memo dtd 6 Sept 67 for DD/S fr
Acting General Counsel, subj:
Statutory and Regulatory Requirements
for Involuntary Retirement (DD/S 67-4614)

2: Memo dtd 29 Aug 67 for ExDir-Compt
fr IG, subj: [REDACTED] (DD/S 67-4469)

3: Memo dtd 25 Aug 67 for DCI fr D/Pers,
subj: Miss [REDACTED] w/atts
& OPF (DD/S 67-4159)

SECRET EYES ONLY



OGC 67-1716

6 September 1967

MEMORANDUM FOR: Deputy Director for Support

SUBJECT: Statutory and Regulatory Requirements
for Involuntary Retirement

1. This is further with regard to your request on this subject and it supplements my memorandum of 25 August to you, subject as above.

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25X1
2. As indicated in the 25 August memorandum, I believe a procedure which substantially avoids the procedural requirements of HR [] would be the simplest one and a fair one. I also believe such a procedure would involve little risk that the resulting Director's decision would be set aside by a court decision. However, it would surely involve even less risk if we were to utilize the procedures of HR []. Also, it seems likely that the procedures utilized in this case would tend to become the pattern for subsequent involuntary retirement cases, and a continued use of a procedure other than that prescribed by HR [] of course would 25X1 increase the possibility of an adverse decision by a court.

3. If experience shows that the procedures of HR [] 25X1 for involuntary retirement cases are unsatisfactory or unduly burdensome, the Agency of course could revise the regulation. In the event of a revision of the regulation, it would also be necessary for the Agency to decide at that time whether the requirements of Section 201(a) of the Act that the Agency rules and regulations under the retirement system are to become effective only after approval by the chairman and ranking minority members of the Armed Services Committees, would also require that the amendment to the regulation receive the approval of those Congressional leaders.

25X1
[]
Acting General Counsel

SECRET

DD/S 67-44/69

MEMORANDUM FOR: Executive Director-Comptroller

25X1 SUBJECT :

[Redacted]

25X1 1. Miss [Redacted] directed two letters of appeal to the
Director through the Inspector General, one dated 25 June
1962 and one dated 2 July 1962. The former appeal is based
almost entirely on a request that she be allowed to complete
20 years service which would allow her a retirement annuity.
25X1 Attached is paragraphs 3, 4, 5 and 6 of this memorandum.
Miss [Redacted] also appealed directly to me and the thrust of
her appeal was to permit at least two more years of service
and thereby entitle her to retire with "dignity and a small
annuity." A copy of this memorandum is also attached.
25X1 Five years later Miss [Redacted] is now requesting and insisting
upon two more years to allow her to complete 25 years service.

2. The above facts may possibly be pertinent to discussions
with her relative to retirement or be of assistance to the Director
in his final determination of this case.

J. S. Earman
Inspector General

Attachments:

As Stated Above

cc: Deputy Director for Support ✓

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
<p><i>Bot - This is the material you asked me to put together.</i></p> <div style="border: 1px solid black; width: 100px; height: 50px; margin: 10px auto;"></div>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	

DD/S 67-4406

OGC 67-1675

25 August 1967

MEMORANDUM FOR: Deputy Director for Support

SUBJECT: Statutory and Regulatory Requirements
for Involuntary Retirement

OGC

FOIAB5

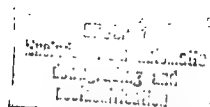


25X1

2. Regulation likewise authorizes the Director "in his discretion" to involuntary retire an eligible employee (sub-paragraph m(1)). It also provides, at : "Ordinarily, the recommendation to retire a participant under the provisions of this paragraph shall originate with the Head of his Career Service who shall provide a full statement of the reasons for such recommendation. However, in appropriate cases the Director of Personnel shall originate such recommendation." There is no provision for processing a recommendation originated by a Head of a Career Service. It would follow, therefore, that such a recommendation

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could be made directly from the Head of the Career Service to the Director. Additionally, the recommendation could receive the consideration and concurrence or nonconcurrence of other appropriate officials, for example, the Deputy Director concerned, the General Counsel, and of course the Executive Director-Comptroller. A special board or panel could be appointed by the Director for review and recommendation.

3. If the recommendation for involuntary retirement originates with the Director of Personnel, on the other hand, a number of procedural steps are required:

25X1 a. Normally, the Director of Personnel shall obtain the advice of the CIA Retirement Board before making "recommendations for involuntary retirement," HR

25X1 b. Prior to recommending an adverse determination, the Retirement Board "will notify the employee of its tentative conclusion and of his right to submit any pertinent information to the Board within a specified period of time before making a final recommendation to the Director of Personnel," and the employee shall have a reasonable period of time in which to submit such information, HR

c. The Director of Personnel shall obtain the advice of the appropriate Deputy Director or Head of a Career Service before making recommendations for involuntary retirement, HR

25X1

25X1 d. When the Director of Personnel makes a determination adverse to an employee or recommends to the Director such an adverse determination, he shall inform the employee in writing of such determination or recommendation and of his right to appeal the determination, HR

4. An employee may appeal a decision of involuntary retirement by the Director, but his right to do this is not contingent upon the procedures by which the recommendation was submitted to the Director.

25X1 5. HR [] regulates with respect to terminations of the nature involved in this case. (HR [] prescribes with respect to terminations on security grounds, and HR [] is the old 701 procedure.) Under HR [] the Director may, in order to meet the exacting responsibilities placed upon the Agency and pursuant to his statutory authority under 102(c) of the National Security Act, terminate an employee whenever he determines it necessary or advisable in the interests of the United States. Further, he may separate any employee immediately "and without regard to any suggested procedural steps when he determines it necessary or advisable in the interests of the United States." In those cases, however, in which the Director does not elect to invoke the provision just quoted, the procedural steps and standards prescribed by HR [] must be met. The types of cases for which HR [] is available are outlined in HR [], and HR [] and (5) also indicate criteria for termination. The procedures to be followed are those specified in HR [] through (6). A copy of HR [] is attached for your convenience.

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25X1

25X1

25X1 6. It would seem to unduly complicate an involuntary retirement action to adopt a procedure which would meet the procedural standards prescribed by []. Additionally, an involuntary retirement action originating with a recommendation by the Director of Personnel under HR [] likewise would be procedurally complicated. I would suggest as the simplest, and as an entirely fair, procedure the following:

25X1

25X1

25X1 a. The Director of Personnel return to the Deputy Director for Plans the file and the DDP memorandum by a letter recommending that the Head of the Career Service take such further action as he may desire, including, if appropriate, action under HR []

b. The Head of the Career Service address a recommendation to the Director, and the DDP advise the Director with respect to it.

c. The Executive Director, upon receipt of this recommendation, could:

(1) Forward the recommendation to the Director together with a statement of his own views, or

(2) convene a special panel to advise the Executive Director and the Director with respect to the matter. The charter of the panel should specifically direct that the employee be notified of the existence of the panel and the terms of its charter and be afforded the opportunity to appear and to present any information, testimony, or evidence which the employee may desire.

d. The Director could act on the recommendation submitted to him by the Executive Director, or he could convene a panel of the nature and for the purposes indicated above.

7. A suggested charter for any panel appointed is attached.



25X1

Acting General Counsel

Attachments

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MEMORANDUM FOR:

SUBJECT: Recommendation of Involuntary Retirement
of Miss [] STAT

1. The Head of the _____ Career Service has
recommended to the Director that Miss [] be STAT
involuntarily retired under the CIA Retirement Act. A copy of
that recommendation is attached.

2. This memorandum appoints the addressees as a panel
to thoroughly consider this recommendation and all aspects of
Miss [] career and employment with the Agency and to
make recommendations to me. You will inform Miss []
of the establishment of the panel and you will afford her full
opportunity to appear before the panel and to present any informa-
tion, testimony, or evidence she may desire. Mr. _____
is designated Chairman.

3. The panel may call on the Director of Security, the
Director of Personnel, the Director of Medical Services, and
the General Counsel for any assistance and advice.

Attachment

25X1

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Next 2 Page(s) In Document Exempt

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25 August 1967

Mr. Bannerman:

Mr. Echols brought this up - he said
he is supposed to get together with you on
it. (He is going on leave today)

He has rewritten the last paragraph.

Miriam

JUST CALLED -
HE HAS SOME PAPERS ON
THIS TOO AND WANTS TO
SEE YOU —